



**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON-DETROIT ARSENAL**  
**6501 E. ELEVEN MILE ROAD**  
**WARREN MI 48397-5000**

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**30 MAR 2009**

MEMORANDUM FOR Detroit Arsenal Assigned and Attached Personnel

SUBJECT: Policy Memorandum #04, Detroit Arsenal Motorcycle Safety Policy

**1. REFERENCES.**

- a. DODI 6055.4, DOD Traffic Safety Program, 20 July 1999
- b. AR 190-5, Motor Vehicle Traffic Supervision, 22 May 2006
- c. AR 385-10, The Army Safety Program, 23 August 2007

**2. PURPOSE.** Motorcycle operations are high risk activities that if not planned for and executed safely, can significantly degrade our readiness. Far too many Soldiers, Family members, and Civilian employees continue to be killed or injured in preventable motorcycle accidents. I expect all leaders to implement this safety policy.

**3. APPLICABILITY.** This policy applies to Service members, Family members, and DOD Civilians operating motorcycles and scooters at the Detroit Arsenal. It also applies to all military personnel operating a motorcycle and scooters anywhere off the installation.

**4. POLICY.** Commanders will implement and include in their Unit Safety Program the Detroit Arsenal Motorcycle Safety Policy.

**5. PROCEDURES.**

a. **Background.** This policy establishes uniform motorcycle and scooter operator standards and command requirements for all units and organizations assigned or attached to the Detroit Arsenal.

b. **Licensing.** All operators of motorcycles and/or scooters that are over 50cc must be licensed and registered by the appropriate state civilian authorities.

c. **Registration.** All operators of motorcycles and/or scooters will register their vehicle with the Visitor Control Center and maintain the required insurance for said vehicle.

d. **Pocket Bikes.** Pocket bikes are not authorized for use on the Detroit Arsenal.

e. **Motorcycle Safety Training Requirements.**

(1) All motorcycle and scooter operators must attend a MSF certified safety course. The Installation Safety Office provides the Basic Rider Course (BRC) and the Experienced Rider Course

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(ERC). These courses are offered near by at no cost. Riders who do not wish to attend the provided training may take the course from any facility offering a MSF-certified program at their own expense.

(2) Beginner riders must possess a valid state learner's permit and must complete the MSF BRC.

(3) Scooters over 50 cc are not permitted to take the ERC because of Motorcycle Safety Foundation policy. Operators of scooters over 50 cc must take the BRC and use the manual shifting motorcycles provided.

(4) Proof of successful MSF course completion, license, motorcycle state registration, and proof of insurance will be presented to the Visitor Control Center before a registration decal will be issued. If the MSF BRC or ERC was completed somewhere other than the Detroit Arsenal, the Visitor Control Center will ensure it is an approved MSF course.

f. Personal Protective Equipment (PPE).

(1) Personal Protective Equipment (PPE) will be worn at all times while operating or riding as a passenger on a motorcycle or scooter on or off the Detroit Arsenal. Installation authorities will deny access to and/or ticket any motorcycle scooter operator or passenger not wearing the required PPE. Required PPE is as follows:

(2) A U.S. Department of Transportation (DOT) approved helmet properly fastened under the chin.

(3) Impact or shatter resistant goggles, wrap around glasses or a full-face shield attached to the helmet. Operators may not substitute a motorcycles windshield, fairing, or eyeglasses for proper eye protection.

(4) Full-fingered leather gloves, long trousers, long sleeved shirt or jacket, and leather boots or over the ankle shoes.

(5) During daylight hours a brightly colored upper garment will be worn and visible. During hours of limited visibility and/or darkness, an upper garment with reflective material must be worn. The standard orange/yellow road guard vest meets both daylight and limited visibility/darkness requirements. A reflective running belt if worn must be worn diagonally across the body. If the operator is wearing a backpack, the backpack must have reflective material securely attached.

g. Additional Safety Requirements.

(1) Headphones or earphones use is prohibited while operating a motorcycle or scooter.

(2) Motorcycles and scooters must have two serviceable rear view mirrors, one mounted on each side.

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(3) Motorcycles and scooters must be operated with their front headlight switched on during daylight hours.

h. Operator Responsibilities. Motorcycle and scooter riders are encouraged to maintain a packet/file on your vehicle. This packet/file ought to contain the following:

(1) Completed Tires and wheels, Controls, Lights and electrics, oil and other fluids, Chassis, Suspension, drive train, and side stand (TCLOCS) Inspection Checklist (Encl 1).

(2) It is required for service members to utilize the Travel Risk Planning System (TRiPS) Tool found at the U.S. Army Combat Readiness/Safety Center (<https://crc.army.mil/home/>) prior to a motorcycle, or scooter being used on leave, pass, TDY, or prior to long weekends or holidays. If internet access is not available, the TCLOCS Inspection Checklist may be utilized. It is highly recommended that DA civilian personnel use the TRiPS Tool as well.

(3) Copies of training completed and certificates.

i. Leader Responsibilities.

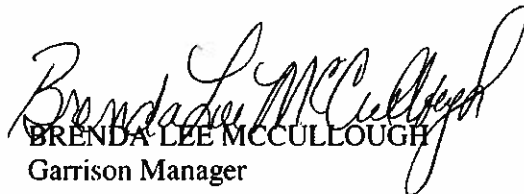
(1) Commanders/Supervisors will ensure all motorcycle accidents are reported through the Soldier or DA Civilian chain of command to the Detroit Arsenal Installation Safety Office.

(2) Commanders/Supervisors will classify any motorcycle and scooter operator cited for two or more violations or has an accident that incurs lost time, or who demonstrates a lack of self-discipline, as a "high risk" operator. The high risk operator's leadership will be required to counsel and provide steps to mitigate high-risk behavior. Commanders will comply with AR 190-5 regarding the revocation and/or suspension of a Soldier's privileges. The Garrison Manager may revoke and/or suspend a civilian operator's privileges IAW AR 190-5. Before revoked and/or suspended privileges are reinstated, the individual must attend the BRC.

(3) Commanders/Supervisors will ensure that the Travel Risk Planning System (TRiPS) Tool found at the U.S. Army Combat Readiness/Safety Center website <https://crc.army.mil/home/> is utilized prior to a service member using a motorcycle or scooter on leave, pass, TDY, or prior to long weekends or holidays. DA Civilians will be encouraged to use the TRiPS Tool. If internet access is not available, the TCLOCS Inspection Checklist may be utilized. No motorcycle or scooter having noted TCLOCS/safety deficiencies will be operated until deficiencies are corrected and the motorcycle passes inspection.

6. The proponent for this policy letter is the Installation Safety Office. 586-574-6121  
DAMI\_SafetyDTA@conus.army.mil

Encl  
TCLOCS Inspection Checklist

  
BRENDA LEE MCCULLOUGH  
Garrison Manager

USAG-DTA  
TCLOCS Checklist  
(DEC 08)

<b>Section 1 - Personal Data</b>						
NAME:		RANK/GRADE:		UNIT/OFFICE:		
Driver's License: Yes: _____ No: _____		Platoon / Section				
State and Expiration Date:						
<b>Section 2 - Vehicle Information</b>						
Installation Decal Number:		License Plate Number (Decal Number and Expiration Date)				
Number of CCs:	Make:	Model:	Color:	Year:		
<b>Section 3 - Insurance Coverage</b>						
Insurance Company:		Expiration Date:				
<b>Section 4 - Check Ride Performance Coverage</b>						
Complete appropriate columns. S-Satisfactory or U-Unsatisfactory / NA-Not applicable		Date:	Date:	Date:	Date:	Date:
1. Inspect Equipment						
A. PPE- Reflective vest, Sturdy over the ankle boots, Riding gloves, DOT Helmet, Goggles or face shield, Long sleeve shirt or jacket						
B. T-C-L-O-C-S						
T- Tires and Wheels Air Pressure, Tread Cracks, dents, loose spokes Bearings & Breaks						
C- Controls Levers, Switches, Cables, Hoses, & Throttle						
L- Lights and Electrics Working condition						
O- Oil and Other Fluids Levels and Leaks						
C- Chassis Suspension and Drive train (chain, belt or driveshaft)						
S- Side stand						
2. Starts Motorcycle using F-I-N-E-C Fuel supply valve, Ignition, Neutral, Engine cut-off, Choke & Clutch						
3. Proficient at limited space turns (the box) 2 u-turns in 24'x60' space						
4. Stopping quickly (without skid)						
5. Cornering (slow, look press and roll)						
6. Understands what S.E.E. Means (Search, Evaluate, and Execute)						
7. Knows the 3 Lane positions						
8. Understands the following distances 2 second following, 4 second immediate path and 12 second anticipated path						

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TCLOCS Checklist  
(DEC 08)

<b>Section 4 - Check Ride Performance Coverage (Cont)</b>						
9. Turns (uses proper signals and lane)						
10. Lane changes: Check for clear lane/signal uses mirror and checks blind spots						
11. Driving at proper (posted) speed for conditions						
12. Intersections: Reduce speed/check for oncoming traffic/proceed when clear or stop if necessary						
13. Curves: proper entry speed, slow look press and roll						
14. Demonstrated knowledge of posted traffic control devices, traffic lights, stop/yield signs, cross walks, school zones, rail crossings, and speed limit school bus, and parking						
15. Knowledge of local and post DUI regulations						
16. Knowledge of seasonal hazards						
17. Knowledge of Cell phone policy						
18. Understands how to manage risk						
<b>REMARKS:</b>  <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div> <p style="margin-top: 10px;">I agree to adhere to the performance measures and maintain my motorcycle to meet the requirements covered in Section 4</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Date: _____</span> <span>Date: _____</span> <span>Date: _____</span> <span>Date: _____</span> <span>Date: _____</span> <span>Date: _____</span> </div>						
<div style="border-bottom: 1px solid black; display: flex; justify-content: space-between;"> <span>Operator Signature</span> <span>_____</span> </div>						
<div style="border-bottom: 1px solid black; display: flex; justify-content: space-between;"> <span>Corrective action taken/complete: Y-Yes/N-No</span> <span>_____</span> </div>						
<b>REMARKS:</b> Leader/Mentor Sign & Dates Forms <u>AFTER</u> required corrective Action Taken/Completed  <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div> <p style="margin-top: 10px;">I have <u>validated</u> the operator's safe driving habits, vehicle safety, and discussed compliance with the installation, and host-nation driving requirements.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Date: _____</span> <span>Date: _____</span> <span>Date: _____</span> <span>Date: _____</span> <span>Date: _____</span> <span>Date: _____</span> </div>						
<div style="border-bottom: 1px solid black; display: flex; justify-content: space-between;"> <span>Leader (Mentor) Signature</span> <span>_____</span> </div>						
USAG-DTA INDIVIDUAL/GROUP Pre-Ride Checklist DEC 08						